



N TARGET

With the Iowa DNR Records Program

July 2008

The Records Center staff strives to serve both the public and DNR staff by managing the Department's Records efficiently and with a high degree of integrity. For more information; Contact Leslie Leager at 515-281-4790 or leslie.leager@dnr.iowa.gov

New Scanning Area in Records

During the month of August, the Wallace Record Center will be retrofitted to accommodate the addition of a new scanning station which includes a counter for document preparation as well as room for two high production scanners. In September, the records team will begin testing an 'Electronic Document Management' software from DOT on a pilot basis. We will be scanning documents used in the Animal Feedlot Operations program. Once the files are indexed and in the electronic repository, staff will be evaluating the ease of use of the system. We are hopeful this pilot will be successful, which will lead to greater availability electronically of the DNR's documents Department wide. To aid in this effort, over the coming months, all staff will be contacted and asked what are their 'needs' for electronic documents, retention schedules, as well as e-mail management. We are moving the Department's record management system into the Digital Age. Stay tuned for exciting updates and results!

Open Records Requests

The Records Center facilitates the public and staff's ability to access open records by maintaining a reception counter for immediate retrieval of documents, along with taking requests by phone, e-mail and fax.

- **Staff File Requests:** 541
- **Public File Requests:** 233

The three (3) most requested files types are:

- Leaking Underground Storage Tanks (LUST)
- Underground Storage Tanks (UST)
- Storm Water

New Files Generated

The Records Center currently manages 90+ retention series (active files) for program areas.

Number of files created: 265

Types of files created:

- Flood Plains
- Agricultural Operations Permits (Wastewater)
- Wastewater Facility (Sewage)
- Treatment Agreement (Water Quality)
- Storm Water
- Hazardous Substance Incidents (Spills)
- Solid Waste Comprehensive Planning
- Leaking Underground Storage Tanks (LUST)
- Table of Authorized Positions



Electronic Records

Listed below are Program Areas that have made their Records available online.

- **SWAP (Solid Waste Alternative Program)**
4,960 pages scanned for a total of 42,181 images online.
Website: <http://programs.iowadnr.gov/swap/ContractSearch.aspx>
- **Solid Waste**
53,913 pages scanned for a total of 280,312 images online.
Website: <http://www.iowadnr.com/waste/sw/>
- **Contaminated Sites**
3,625 pages scanned for a total of 612,670 images online.
Website: <http://programs.iowadnr.gov/contaminatedsites/pages/search.aspx>
- **Air Quality**
4,792 pages scanned, with more than 1 Million plus images are posted online.



Water Supply

Water Supply Records Center manages active and inactive files for program areas that are located at 401 SW 7th Street in Des Moines:

- **Number of files created:** 37
- **Number of documents filed:** 4,017

Air Quality

Air Quality Records Center manages active and inactive files for program areas that are located at 7900 Hickman Road in Urbandale.

- **Public File Requests:** 6
- **Number of files created:** 27



Electronic Inventories

Soon, a comprehensive electronic inventory will be available of all files (paper, film, fiche) that are managed by the Records Center. Some of those inventories are complete and available electronically.

List of Complete Inventories

- ADM 1-1-1 Commission Meeting Minutes (**New**)
- CON 3-4-1-3 Flood Insurance Correspondence (County & City)
- CON 11-3-2 Agricultural Wastewater Operation Permits
- CON 11-4-1 Wastewater Sewage Facility Files
- CON 11-32 Non-Point Source
- CON 11-34 Storm Water
- CON 12-1-1 Solid Waste, SDP (Sanitary Disposal)
- CON 12-2-3 Spills
- CON 12-7-5 Leaking Underground Storage Tanks (LUST)
- CON 12-15 Contaminated Sites
- CON 12-17-11 Solid Waste Alternatives Program (SWAP) (**New**)



DID YOU KNOW? Staff may access these inventories by visiting the Records Center Front Desk Computer.